BY ORDER OF THE COMMANDER
AIR RESERVE PERSONNEL CENTER

ARPC INSTRUCTION 36-6099
4 APRIL 2002

Personnel

USE AND PREPARATION OF ARPC FORM 61

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR:HQ ARPC/SCQ
(Ms Cathy Cusack)

Certified by: HQ ARPC/SCQ (Ms Teresa Myers)
Pages: 2
Distribution: F

This instruction outlines the preparation and use of ARPC Form 61, **Discoverer Query Request**.

1. Purpose: Used by ARPC personnel to request MILPDS data using the discoverer tool by the Requirements and Data Services Division (SCQ).

2. Preparation.
    2.1. Title: Short title of inquiry
    2.2. File: Check file from which information is to be captured. If other, list appropriate file.
    2.3. Excel spreadsheet or text file.
    2.4. Recurring/One-Time: Select one.
    2.5. Date Required: Allow at least 5-working days from date of receipt for routine requests. For recurring products, indicate appropriate date each month, quarter, annually that data is needed.
    2.6. Select Criteria: Describe who you want (target population) to review in plain English.
    2.7. OutPut: Information desired in spreadsheet.
    2.8. Sort Sequence: TD Sequence, Alpha by Name, PAS, Reserve Section, Date of Data, etc.
    2.9. Purpose/Remarks: Identify purpose for ATLAS and provide complete justification.
    2.10. E-Mail Address: Enter your complete e-mail address.
    2.11. Requester: Legibly print requester's name.
    2.12. Office Symbol: Office Symbol of requester.
    2.13. Phone Number: Phone Number of requester.
    2.14. Date: Current date.
    2.15. For Priority Requests: Be specific as to reason for priority handling. Signature must be of director or deputy director.
    2.16. For SCQ Use Only: filled out by SCQ personnel.

3. Procedures: Completed by ARPC personnel when MILPDS data is required.

4. Form Prescribed. ARPC Form 61.

Kirk A. Jamison
Chief, Systems Services Division
Directorate of Communications
 and Information